

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

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February 8, 2006

EMAIL TRANSMISSION – 2/9/06

Instruction Memorandum No. MT-2006-045

Expires: 9/30/07

To: All Montana/Dakotas Employees

From: Associate State Director

Subject: Standard Form 181 – Ethnicity and Race Identification

Program Area: EEO and Human Resources

DD: 4/3/06

Purpose: The purpose of this instruction memorandum is to inform employees of the revised Standard Form 181, Ethnicity and Race Identification (SF-181) form.

Policy/Action: As of January 1, 2006, agencies are required to collect new employees' race and national origin information through a revised Standard Form 181, Ethnicity and Race Identification form. Employees are now able to select their ethnicity from five choices, with “Asian” and “Native Hawaiian and Other Pacific Islanders” becoming separate categories. The new changes now allow employees to identify with more than one group.

In the past, this type of information was collected from only one question on SF-181, which directed employees to select the single race/ethnicity category with which they most closely identified.

The new form asks two questions:

1. If the employee is of Latino or Hispanic ethnicity. This is defined as “a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.”
2. To place an “X” next to any of the categories that apply.

The five categories are:

American Indian or Alaska Native. This pertains to a person with origins in any of the original residents of North America or Central America and who maintains a tribal affiliation or community attachment.

Asian. This applies to someone with origins in the Far East, Southeast Asia, or the Indian subcontinent -- such as Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander. This includes individuals from Hawaii, Guam, Samoa or other Pacific Islands

White. People with origins in Europe, the Middle East or North Africa would mark this category.

If you feel these new changes provide you with an ethnicity choice which more closely identifies you, please complete the new SF-181, print a copy, and mail it in a blue envelope to Sara Romero-Minkoff, EEO Manager, MT-910, by April 3, 2006. The new, revised form can be found at the following link http://www.opm.gov/forms/pdf_fill/sf181.pdf.

Timeframe: Effective January 1, 2006

Budget Impact: Minimal

Background: Prior to this revision of the SF-181, employees could select only one race or ethnic group and "Asian and Pacific Islander" was one category.

Manual/Handbook Sections Affected: None

Coordination: This IM has been coordinated between the Montana State EEO Office and the Branch of Human Resources.

Contact: If you have any questions, please feel free to contact Sara Romero-Minkoff, at 406-896-5180.

Signed by: Theresa M. Hanley, Acting Associate State Director

Authenticated by: Barbara Riveland (MT-910)